

# REQUEST FOR PROPOSAL

## Addendum # 1



Department Of Executive Services  
Finance and Business Operations Division  
**Procurement and Contract Services Section**  
206-684-1681 TTY RELAY: 711

**DATE ISSUED: December 16, 2004**

RFP Title: **Executive Recruitment Search Firm**  
Requesting Dept./ Div.: **King County Department of Transportation – Transit Division**  
RFP Number: **176-04RLD**  
Due Date: **December 23, 2004 - 2:00 P.M.**  
Buyer: Roy L. Dodman, [roy.dodman@metrokc.gov](mailto:roy.dodman@metrokc.gov) (206) 263-4266

This addendum is issued to revised the original Request for Proposal, dated December 2, 2004 as follows:

1. The proposal opening date remains the same: **Thursday, December 23, 2004** no later than 2:00 p.m. exactly.

### **The following information is provided in response to questions received:**

Q1: In regards to the Management Information and Transit Technology Manager, is this a newly created position? If no, how long has it been vacant?

*A1: No. This position has been vacant since December 1, 2004.*

Q2: Has the Transit Division, Department of Transportation previously recruited for this vacancy?

*A2: Yes.*

Q3: How many people does this position oversee?

*A3: 65-70*

**(continued on page 2)**

### **TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY**

**Sealed proposals will only be received by:**

**King County Procurement Services Section, Exchange Building, 8<sup>th</sup> floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday**

Company Name

Address		City / State / Postal Code
Signature	Authorized Representative/Title	
Email	Phone	Fax

This Request for Proposal – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

Q4: Is there an organization chart available?

A4: *Yes, there is an established organization chart. A .pdf file will be sent with the e-mailed version of this addendum. Others may contact the buyer listed on page 1 of this document to receive a copy.*

Q5: What is the budget oversight responsibility on this position?

A5: *The section's operating budget is approximately \$7 million per year, and the section is responsible for approximately \$100 million in capital projects currently underway.*

Q6: Is there a job description or job classification already created for this position?

A6: *Yes, one is already created.*

Q7: What is the office location (physical address) that this person will report to on a daily basis?

A7: *King Street Center 201 S. Jackson St, Seattle, WA 98104*

Q8: Will this position require travel to different locations throughout the County?

A8: *Yes.*

Q9: What are the specific qualifications for the position, such as (a) educational requirements; (b) total years of experience; (c) years of supervision or management experience; and (d) credentials?

A9: *Knowledge of information systems development techniques and principles, and systems architecture  
Advanced knowledge and demonstrated experience in the application of market research principles and techniques*

*Advanced knowledge and demonstrated experience in the application of statistical techniques and principles, which may include economic analysis, economic forecasting, modeling*

*Advanced knowledge and demonstrated experience in analyzing and evaluating market trends*

*Advanced knowledge and demonstrated experience with project management principles and techniques and budget and resource allocation skills*

*Knowledge of public transportation fare and pricing techniques and principles*

*Advanced knowledge of public transportation economics*

*Knowledge of management techniques and principles*

*Knowledge of human resource techniques and principles*

*Knowledge of quality improvement techniques and methods*

*Knowledge and demonstrated experience in applying budget techniques and principles*

*Advanced oral and written communication skills*

*Demonstrated experience in convincing others to initiate action for the public transportation information technology goals including the market research goals and objectives.*

*Demonstrated skill in working in a political environment with individuals with diverging opinions and viewpoints and building consensus*

*Demonstrated skill in working with diverse audiences and presenting technical information to non-technical audiences*

Q10: Will the Department consider out-of-state candidates? If so, will the Department pay relocation expenses? If so, is there a set amount or formula used to determine the reimbursement amount?

A10: *Yes we will consider out of state candidates. However, the Department will not pay relocation expenses.*